

**Communication Action Team  
Meeting Notes  
September 16, 2004**

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**Attendance**

Julie LeBlanc, Kathy Edgren, Tandy Bidinger, Earl Whitlock, and Bobbi Tisdale

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**Meeting  
Overview**  
(25 words or less)

Team continued reviewing brainstorm ideas around the implementation plans that were developed at the last meeting. Leaders of the action plans gave their reports of the implementation tasks. A list of "best practice" guidelines was developed for public meetings.

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**Meeting Notes  
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Action Items**

1. Kathy Edgren called SEMCOG, and found out that Loree Corradino has been out on sick leave since August. They do not have anyone else to take her place at our meetings. After a discussion, Kathy agreed to write a letter to Carmine Palumbo of SEMCOG, explaining our team's efforts and asking for help.
2. Tandy has agreed to send a copy of our action plan for review to Sharon Blowers of CATA., Diane Kempen and Glenn Ashley of the D.D. Council. This is a result of seeking other volunteers to possibly assist with the implementation of our action plan. She also updated group re: successful D.D. council meeting on transportation advocacy.
3. Other names Team Members suggested to forward draft of action plan to: Barbara Israel, and Wilma Brakefield- Caldwell.
4. In reviewing the minutes from the last meeting, group decided to continue (and document) our discussion on the Public Meeting "Best Practices". This will be part of Action Plan item #3, part 3.
5. Kathy Edgren brought a report on Ann Arbor's Communication plan.
6. Tandy Bidinger categorized the stakeholder's and champions lists, and verbally reported on this. She will retype the lists with those categories, by the next meeting. Additions to the list: The various "watersheds" around the state were mentioned, with D.E.Q. being a resource to identify them as stakeholders. A Consumer Advocate from Kalamazoo will also be added (first name is Ruben) as a Champion.
7. Team agreed that all changes to the action plan should be documented, by giving everyone updated/revised versions with the date of revision. Problem, we have been making our own notes to our individual copies, but need a uniform draft for all to follow. Important to discard previous versions to avoid confusion.
8. We discussed the need to plan for the Dec. Summit meeting soon. We need to decide who will be presenting for our Team (non-MDOT staff?), form of presentation. Some ideas are to include the Checklist for Public Meetings, and possibly some digital photos of "good" public meetings.

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**Proposed  
Agenda Topics  
For Next  
Meeting**

1. Review Action Plan Items 2, 5, 7.
2. Review Kathy's report (re: Ann Arbor)
3. Kim report on Action plan Item #3 (see 8/26/04 update to Kim's part of the action plan.)
4. Bring additional names of people to send completed draft of action plan to for review (stakeholders and others).
5. Plan/Schedule November meetings.
6. Put on 10/20 meeting agenda: planning for the December Transportation Summit

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**Next Meeting  
Dates**

1. Thursday, October 7, 2004  
9:30am–12:30pm, Brighton TSC, 10321 East Grand River, Brighton, MI
2. Wednesday, October 20, 2004  
9:30am–12:30pm, Brighton TSC, 10321 East Grand River, Brighton, MI